

THE NORTH CAROLINA STATE BAR BOARD OF CONTINUING LEGAL EDUCATION

208 Fayetteville Street Mall
Post Office Box 26148
Raleigh, NC 27611
(919) 733-0123

REQUEST BY A MEMBER OF THE NORTH CAROLINA STATE BAR FOR APPROVAL OF A CONTINUING LEGAL EDUCATION ACTIVITY

Note: This form is designed for use in those limited cases where the CLE sponsor declines to submit a CLE activity for approval. Accordingly, the attending member should first ask the CLE sponsor to request approval by filing Form Number 2. If no submissions results, this Form Number 3 should then be completed and sent to the Board of Continuing Legal Education. If advance approval is desired, this application and any supporting documentation must be submitted at least 45 days prior to the date on which the activity is scheduled.

1. Name of Attorney: _____ Telephone (_____) _____
2. North Carolina State Bar Membership Number: _____
3. Address: _____

4. Name of CLE Sponsor: _____
5. Name of Sponsor Contact Person: _____ Telephone: () _____
6. Address of Sponsor: _____

7. Title of CLE activity: _____
8. Date of CLE activity: _____ 9. Location of CLE activity: _____
10. Registration Fee(s): _____

11. The Attorney's calculation of the requested number of (A) total CLE hours, (B) portion of the total hours devoted to general, (**general/other includes any substantive law topics which do not qualify for ethics, professional responsibility, professionalism or practical skills credit**) (C) portion of the total hours devoted to professional responsibility, (D) portion of the total hours devoted to practical skills:

- | | | | |
|-----|-----------------------|--|--|
| (A) | _____ minutes = _____ | Total CLE Hours | (please round downward to the nearest ¼ of an hour) |
| | 60 | | |
| (B) | _____ minutes = _____ | Total General/Other CLE Hours | |
| | 60 | | |
| (C) | _____ minutes = _____ | Total Professional Responsibility/Ethics/Professionalism Hours | |
| | 60 | | |
| (D) | _____ minutes = _____ | Total Practical Skills CLE Hour | |
| | 60 | | |

PLEASE SEE THE BACK OF THIS PAGE FOR REGULATIONS ON THE COMPUTATION OF CLE HOURS

11. Submit with this request the following information:

- A. A brochure or other outline that (1) describes the course content, (2) identifies the faculty, (3) lists the topics by title, and (4) shows the time schedule for each topic. These items are critical for approval of your activity.
(continued on reverse side)

- B. A description (contents, number of pages, etc.) of the written materials that will be (or were) made available to each attendee. If no written materials or only brief outlines without citations or explanatory notations will be (or were) provided, attach an explanation why the CLE activity meets the accreditation standards of Rule .1519(5) of the Continuing Legal Education Rules.
13. An attorney requesting CLE credit for courses with respect to which no sponsor fee is paid must pay an attendee fee of \$2.25 per credit hour directly to the Board of Continuing Legal Education. This fee should be remitted along with the attorney's annual report on or before February 28th of the year following that for which CLE credit is sought. It should not be submitted with this form.
14. The Attorney represents that to his or her knowledge this CLE activity (A) does (did) comply with the Rules and Regulations including any amendments thereto, and (B) has not been (was not) previously disapproved by the Board of Continuing Legal Education. The Attorney acknowledges that approval of this CLE activity may be declined or revoked for violations of the aforesaid Rules and Regulations or for the failure of the Attorney to comply with the agreements and representations in this request.

Date:_____ Attorney's Signature:_____

CLE HOURS

1. Only the time of actual instruction counts toward CLE credit hours.
2. Question and answer sessions are considered actual instruction and may be included for CLE credit provided such question and answer sessions do not exceed 15 minutes per CLE credit hour. For example, a program approved for 4 total CLE credit hours may include up to 1 hour of question and answer sessions.
3. **CLE credit is not given for:**
- | | | |
|-------------------------------|---------------------------|--|
| • Introductory Remarks | • Breaks | • Business meetings |
| • Meals | • Keynote Speeches | • Speeches in connection with meals |
4. No CLE activity may be less than 30 minutes in length. A CLE activity refers to the entire program and not the individual topics. Therefore, a program may include individual topics of less than 60 minutes in length.

PROFESSIONAL RESPONSIBILITY/ETHICS/ PROFESSIONALISM

1. Instruction in professional responsibility/ethics/professionalism includes topics on professional responsibility, professional liability and professionalism.
2. Instruction in professional responsibility does **not** include topics such as attorney fees and client development except to the extent that professional responsibility is directly discussed in connection with such topics.

PRACTICAL SKILLS

"Practical Skills courses" are those courses which are devoted primarily to instruction in basic practice procedures and techniques as distinct from substantive law. Examples of such courses would include preparation of legal documents and correspondence and development of specific basic lawyering skills, such as voir dire, jury argument, introducing evidence, and effective management of a law office.

Current updates, hot topics, trends, new developments, status and standards in the law are not practical skills.